



Integrated Management Navigation System (I-MANAGE) Program Newsletter

Message from the I-MANAGE Program Manager
Chris Simpson

July 2003

The I-MANAGE Standard Accounting and Reporting System (STARS) baseline Design and Requirements were approved at the I-MANAGE Executive Steering Committee meeting held on May 28, 2003. The approved STARS Design/Requirements will provide the architectural framework necessary to support the integration of budget, performance and accounting information enabling the Department to meet key objectives of the President's Management Agenda. At the meeting, a high level view of the business requirements and the proposed systems design for the I-MANAGE financial business systems were presented, outlining the conceptual framework design for integrating performance, budget and accounting information that included details for the specific treatment of accounting events within STARS; key policy decisions reached by the Steering Committee during the April meeting; and next steps.

The completion and approval of the Design framework was a crucial step for the I-MANAGE Team, and accomplishing this *critical path* milestone will keep the Team on course to meet target implementation dates for STARS, the Standard Budget System (SBS), and the I-MANAGE Data Warehouse (IDW). The approved I-MANAGE Design framework will be built using Oracle Federal Financials, and this software package provides for both budgetary and proprietary Federal accounting processing through use of the Oracle Accounting Flex-Field (AFF). This Design will provide for Departmental Funds to be controlled through a combination of both budgetary General Ledger entries (that establish basic limits) and integrated purchasing controls that verify available funds before allowing approval of requisitions (commitments) or purchase orders (obligations); and Invoice approval (matching) will be controlled by the associated purchase orders, and outlays by the corresponding invoices. Bottom Line – every dollar will be controlled and accounted for, from the appropriation through the sub-allotment, through the final outlay; and this will be possible due to the new system using a single database to capture all corporate financial business data.

The Design of the AFF will allow STARS to provide: funds control and reporting; financial accounting data for financial management and reporting; and cost accounting data for management of costs and reporting. The AFF is the key that will flow through the various modules providing for single source data entry. The AFF Structure will be comprised of all numeric values containing 11 segments (fields) for a total of 64 characters. A powerful feature of the AFF design is the parent/child relationships that will provide a logical hierarchy of data allowing managers and staff to obtain information at various levels of detail and/or summarized. The AFF Design, as approved by the I-MANAGE Steering Committee, is as follows, including the associated segment (field) name and the number of characters for each:

Fund Code (5)	Appropriation Code (4)	Allottee (2)	Reporting Entity (6)	US SGL (8)
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Object Class (5)	Program (7)	Project (7)	Work For Others (7)	Local Use (7)	Future (6)
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The STARS system will be the central source of *budget* and *accounting* data providing: approved budgetary information at every level of the budget process; commitments, obligations, costs, and outlays based on funds availability; detailed financial / cost accounting transactions; and General Ledger balances. STARS will also provide *performance metrics* by tracking at various levels within the AFF structure and linking performance data with approved budget, budget execution, and accounting data. For example, as actual performance values are logged against a given target metric, the system will report budget and/or costs by unit of performance, or by total budget, available budget, and total costs against performance to date. Additionally, with the implementation of the Standard Budget System, I-MANAGE will provide full integration of budget, accounting data, and performance through the entire business process cycle to include: strategic planning, budget formulation, budget distribution, budget execution, and financial reporting. Thus performance measures would be linked with the AFF structure as budgets are built, and various versions would be available based on each of the major budgeting events; for example, Corporate strategic budget planning, OMB Passback, Congressional markups, and final appropriation.

I-MANAGE Projects targeted for simultaneous coordination of work efforts with the STARS Project are the Standard Budget System (SBS) and the I-MANAGE Data Warehouse (IDW). Planned deployment of STARS and the I-MANAGE Data Warehouse is October 2004. STARS will replace the DISCAS / MARS systems with the Oracle Federal Financials applications, while the I-MANAGE Data Warehouse will incorporate the existing Financial Data Warehouse with information from other Departmental authoritative sources. Deployment of the enterprise Standard Budget System is scheduled early FY 2006.

To accomplish project initiatives, an *I-MANAGE Integration Team* has been established and is comprised of Field and Headquarters staff from Departmental organizations across the complex. The Integration Team was instrumental in meeting the STARS Design/Requirements critical milestone date. The Integration Team members that participated in the development of the STARS Design/Requirements can be found on the website at: <http://www.mbe.doe.gov/ME2-5/i-manage/IntTeam.htm>.

The Integration Team's continued involvement will be needed to develop and review the baseline business requirements for the SBS and IDW, targeted for completion in August 2003. Specific areas of immediate focus for the IDW include development of a preliminary design document, and a functional business requirements matrix with stakeholder interviews planned to supplement existing requirements and business rules. The SBS Team will initially focus on the mapping of high-level program office business processes and requirements to develop the requirements baseline.

Integrated Contractors' and Power Marketing Administrations' business activities are an integral part of the daily business conducted at the Department and electronic data feeds are transmitted to Headquarters for financial consolidation and reporting on a monthly and annual basis. The I-MANAGE Steering Committee approved a recommendation stating that: for the foreseeable future, both of these entities would continue to operate their own IT systems and continue to provide the Department monthly information. For the Integrated Contractor community, system interfaces will need to be modified to reflect the Standard General Ledger (SGL) chart of accounts and data values required by STARS. Once STARS is fully configured, a schedule will be established to include the testing of all system modules and interface feeds.

Integrated Management Navigation System (I-MANAGE) Program Newsletter

Highlights of key recommendations and policy decisions reached at the I-MANAGE Steering Committee held on April 7, 2003 were as follows:

Recommendation

Standard set for 90% to 95% of the Department's overall budget to be linked with quantifiable, verifiable performance objectives.

- **The Committee accepted the recommendation.**

Recommendation

The e-Government Corporate R&D Portfolio Management, Tracking, and Reporting Environment (ePME) will continue as a separate project under the current ePME project organization; however, the I-MANAGE and ePME Executive Steering Committees will be merged to uphold an enterprise vision.

- **The Committee accepted the recommendation with the revised wording as stated above.**

Recommendation

For the foreseeable future, the Integrated (M&O) Contractors will continue to operate their own IT systems and will provide the Department with a monthly and annual feed in the format prescribed by the I-MANAGE Program Management Office.

- **The Committee accepted the recommendation.**

Recommendation

For the foreseeable future, the Power Marketing Administrations (PMAs) will continue to operate their own IT systems and will provide the Department with a monthly and annual feed in the format prescribed by the I-MANAGE Program Management Office.

- **The Committee accepted the recommendation.**

Recommendation

The Committee recognizes that there is a need for more detailed cost accounting information and standardization of cost accounting practices, e.g. allocations of indirect costs.

- **The Committee accepted the recommendation.**

Recommendation

Based on a careful review, business application systems that are identified as primarily enterprise in nature will be encompassed by the I-MANAGE vision.

- **The Committee accepted the recommendation.**

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Recent I-MANAGE accomplishments include a modification to the *Corporate Human Resource Information System (CHRIS)* to support the Department's transition to the Defense Finance and Accounting Service (DFAS) Automated Time, Attendance and Production System (ATAAPS), selected to provide payroll services for the Department of Energy (DOE) beginning in early August 2003. ATAAPS is a web-based time and attendance (T&A) system and will replace the current T&A systems used within the Department. Initial ATAAPS training is planned for the June/July 2003 timeframe. For additional information on the transition to DFAS, access the CHRIS website at <http://chris.inel.gov/payroll>.

The next *I-MANAGE Executive Steering Committee* meeting is scheduled for October 2003, and the main topic of discussion will be the review and approval of the Standard Budget System and I-MANAGE Data Warehouse business requirements packages being developed by the I-MANAGE Integration Team. The timely completion of this step is of high importance to enable the I-MANAGE Program initiatives to move forward and meet targeted implementation dates.

To obtain information about the I-MANAGE Program Initiative, visit our new website at the address provided below. On the site you will find a description of the Program and how the Program Team is structured, and information on the I-MANAGE Executive Steering Committee; the Project Portfolio of systems initiatives both under development and operational; the I-MANAGE Integration Team project activities; the CIO Cyber Security Program Initiative guidelines; Program News and events; and related Program and Project documents. Your feedback on the Program is important to us. We welcome your comments and suggestions and invite you to submit your ideas and questions using the *Contact Us* feature on the website or e-mail us directly.

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Program and Project Sites:

<http://www.mbe.doe.gov/ME2-5/I-MANAGE/INDEX.HTM>

<http://www.STARS.doe.gov>

<http://www.me.doe.gov/STARS>

<http://CHRIS.inel.gov>

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